

Approved For Release 2001/02/08 : CIA-RDP79-00065A000100020005-3

Office Memorandum • UNITED STATES GOVERNMENT
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TO : Chief, Technical Accounting Staff

DATE: 7/1/55

FROM : Staff Member

SUBJECT: Procedures for Informing the Payrolling Office to Whose Rolls an Employee is Transferred as to (1) The Status of His Federal Group Life Insurance, and (2) The Number of Exemptions Claimed by the Employee for Tax Purposes

1. A review was made of the procedures followed regarding the above subject to determine their adequacy. Following are the results of this review:

a. Federal Group Life Insurance Program

(1) Employees Participating in the Program

When an employee in this group transfers from the rolls of one payrolling office to another, the transferor payrolling office forwards a notice (copy attached) to the transferee payrolling office which states the effective date the employee was dropped from the rolls of the transferor payrolling office, and the pay period date through which insurance deductions have been made.

(2) Employees Eligible for Participation in Program Who Have Submitted Waiver of Insurance Coverage (SF-53)

When an employee in this group transfers from the rolls of one payrolling office to another, the Personnel Action (SF-50 or SF-52) carries the following comment in the remarks section:

"Standard Form 53 - Waiver of Insurance Coverage, executed by employee (date)."

(3) The writer is of the opinion that the above procedure is adequate and that the element of human error was involved in the one instance where the transferee payrolling office made a deduction for the insurance premium after the employee had submitted an SF-53. It could be that the Office of Personnel did not show the information on the Personnel Action or did not present the information in the usual manner.

BOX NO. 7 NO. CHANGE
 FLD NO. DOC. NO. 7 NO. CHANGE
 IN CLASS/ DOCS. CHANGED TO 15 S. RET. JUST. ZZ
 NEXT REV DATE 02/29/72 TYPE DOC. 02
 NO. PGS 5 ORG COMP 0272 ORG CLASS S
 AUTH: HR 70-3
 REV CLASS C REV COORD.

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The payrolling offices are of the opinion that the present procedure is adequate and to the best of their knowledge is operating efficiently.

b. Information Regarding Exemptions Claimed for Tax Purposes

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- (1) In accordance with Agency [REDACTED] subparagraph IF2, the Office requesting the transfer of an employee obtains from the employee a new Form W-4, "Employee's Withholding Exemption Certificate," which is transmitted along with the "Request for Personnel Action" (SF-52), to the Office of Personnel. The Office of Personnel attaches the new Form W-4, to the copy of the Personnel Action that is forwarded to the transferee payrolling office.
- (2) The writer is of the opinion that the above procedure is adequate. A check was made of the payrolling offices and no difficulties were being experienced by them in obtaining information regarding this subject.

[REDACTED]
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ATTACHMENT

TAS/HEJ/baw (20 May 55)

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Orig. - Subject File ✓
1 - Mr. [REDACTED]
1 - TAS Chrono
1 - TAS READING FILE